

Administrative Assistant

Scienseed is a renowned **science communication agency** based in Madrid. Our work involves **strategic consultancy** and **development of communication plans** for clients in sectors related to science and technology. We specialise in a **wide range of online and offline formats**, including multimedia, web, graphic design, written formats, campaigns, activities, among others. We have a **multidisciplinary team** with researchers, graphic designers, journalists and web developers. At present, we work Europe-wide with clients that require proficient communication of **scientific & technical contents**. Specifically, we work **with universities, research institutes & biotech companies**, among others, and we also participate in **large international research projects** leading the communication actions.

For more information, you can visit our [website](#) and our social networks.

Your profile

We are searching for a talented, experienced, and motivated person to act as an **administrative assistant** to support the Projects Department in daily operations and execute a great variety of different processes and tasks. This position involves the following main functions:

Main duties and key responsibilities:

- **Bookkeeping** in coordination with the accountant, prepare and monitor company and projects **invoicing**, lead in month-end closing activities, resolve invoice, and/or payment discrepancies.
- **Financial reporting** in the context of European Commission funded projects.
- Support in **planning of projects**, maintenance of project **spreadsheets** with hours record, revision of team **timesheets**.
- Track up-to-date **employee holiday records**, maintain related documentation, and solve other human resources matters according to company policies.
- Periodic **reporting**, perform basic-level data analysis.

Additional duties:



- Provide **support to Projects Department**, revision of contracts and documentation related to projects, management of **providers** and make **travel arrangements**.
- Maintain inventory and order **office supplies**.
- **Process improvement**, development of spreadsheets, diagrams and process maps to document needs, ad hoc data entry.
- Perform other related duties as assigned.

Scienseed is a **small and dynamic company** where there are multiple opportunities to take new roles. Thus, you will have the chance to **participate in other processes** in the company depending on your profile.

Requirements

- Work experience in **administrative roles**.
- Specific knowledge and/or experience in **bookkeeping/accounts payable and receivable**.
- Strong working knowledge of the Microsoft package, **high level of Microsoft Excel**.
- High proficiency in **Spanish and English**, both written and oral.
- Experience in project management is a plus.

Skills

- **Organized**, proactive, responsible.
- **High attention to detail**, analytical mindset.
- Independent, **problem-solving** attitude.
- Agility, **flexibility**, capability to adapt and work quickly.
- Excellent written and verbal **communication skills**.
- Ability to juggle multiple tasks at a time, to work in teams, to meet deadlines as well as **short, medium- and long-term goals**.

How to apply

Please write an email to **careers.projects@scienseed.com** with your CV. Your email subject should state *[Administrative assistant role] + Your Name*



Benefits

Full-time position. Salary according to the candidate's profile.

High-potential **professional development** in a fast-growing company and sector.

Flexible management of your work schedule.

